

9. All employees are strongly encouraged to take a minimum of ten (10) days of personal time off per calendar year.
10. PTO does not accrue during unpaid leave, or leave during which an employee receives compensation from any County sponsored program, such as disability or military leave.
11. PTO accrued in any pay period may be taken the following pay period. PTO will not be considered as time worked for calculating overtime compensation.
12. An employee who terminates employment with the County will receive payment for any unused accrued PTO.
13. The Payroll Clerk keeps the official record of accrued PTO.

Sell Back (Pay in Lieu of PTO). Employees who accumulate two hundred forty (240) hours of PTO may sell back eight (8) hours annually. Employees who reach the maximum accrual of four hundred ~~fifty (450)~~ hours are eligible to sell back PTO hours based on their length of service as listed below.

Deleted: eighty (480) hours

<u>Length of Service</u>	<u>Eligible PTO Hours FT</u>	<u>Eligible PTO Hours PT</u>
1 to 8 years	24 hours	16 hours
9-16 years	40 hours	27 hours
17 years and over	56 hours	38 hours

To receive payment in lieu of PTO, an employee must request payment by completing a "Sell Back Request" form and submit to the Human Resources Department by November 30 of each calendar year.

The County will buy back hours under this policy at the employee's current regular rate of pay.

EIB Hours. For employees with accumulated EIB hours, the hours will be available to the employee after three (3) days of illness with notification from a doctor. EIB hours may be used only for personal illness or to care for sick family members (spouse, child or parent) until the EIB hours are exhausted. EIB hours are not available for well child care. Once the EIB balance has been used up, hours may not be put in again. Employees leaving County employment prior to retirement shall forfeit any unused sick leave that has been placed in the EIB account.

Retirement. Upon retirement under the provisions of the Utah Sate Retirement Act, or the Utah Public Safety Retirement Act, the employee may receive payment for all unused PTO hours and 25% of any EIB hours under one of the following provisions: